

Project Summary (Contest 3 Details)

The material requested in these project summaries is important. It helps the Organizers stay in touch with the teams. It helps the Organizers respond efficiently to media inquiries. It provides potential sponsors with information. It provides important content for the communications materials (e.g. the Web site and competition program) that the Organizers are developing in preparation for the Event. And, it will become part of the content in the final report, produced by the Organizers after the Event, about the 2005 Solar Decathlon.

This material is also important to the teams. The teams can earn points in Contest 3: Documentation by submitting these summaries. It can be used to develop content for Web sites and house tours for Contest 4: Communications. It will help teams develop materials to find sponsors. It will help with any reporting requirements a team's school or sponsors might have. It mimics the kind of reporting many team members will have to do in their professional careers. And, it will prepare teams to answer the kinds of questions that visitors to their construction sites and to the Event on the Mall are sure to have.

The Organizers want accurate and meaningful information, not something invented to meet requirements. The deadlines for project summary submissions coincide with the preliminary Web site (April 15, 2004), design development (June 15, 2004), construction (February 8, 2005), and as-built deliverables (August 9, 2005). Project summaries should be submitted as either a Microsoft Word or Adobe PDF electronic file to ruby_nahan@nrel.gov. To be considered "on time," project summaries must arrive at their intended destination by 5 p.m. (mountain time) on the due date. If files are too large for an email attachment, please see [Instructions for Submitting Images](#) for information about submitting files via the Solar Decathlon FTP site. You must notify Ruby by email of file transmissions. The project summary should include, but is not limited to, the following:

Team Information

- Team photograph: indicate names and titles of the people in the photo and follow the [Instructions for Submitting Images](#). If there has been no change in team members from one submission of a project summary to the next, there is no need to submit another photo.
- Team organization and contacts: The Organizers want to know how each team is organized and approximately how many students, faculty, and others (e.g. sponsors, volunteers, family members) are involved in each Project. The teams should provide contact information (name, title and/or Project title, mailing address, email, phone and fax numbers) for as many team members in leadership positions as possible (at a minimum, Faculty Advisor, team leader(s), communications, media relations, and house transportation contacts). Even if contact information doesn't change between submissions of project summaries, please resubmit this information.

Narrative

- The narrative is the story of the Project to date, in narrative form [3 to 5 pages (no more than 5 pages), 11 pt. type, double spaced, 1 in. (or metric equivalent) margins]. Projects are works-in-progress; after the first project narrative submission, teams should update previous information.
- Team mission statement, goals, and values: What is the team's "personality?" What does the team want to accomplish? What does the team care about? What has changed and why?
- Discussion of design philosophy and house design: What is the point of the design? What is the team trying to say or trying to accomplish with this design? What will the house look like? What are some of the key features? Why is the team making the choices it's making? What makes the house stand out, or appear unique? How will the need for portability affect the design? What has changed and why? (Also see bullet about items of particular interest in the cost report information.)
- Characterize the team's accomplishments and planning: What did the team plan to do and why? What has it succeeded in doing and how? What has the team done that wasn't planned for and why? What are the team's future plans? What has changed and why?
- Teams are free to include images, but must follow [Instructions for Submitting Images](#).

Cost Report

- The Organizers are looking for accuracy in the cost report. Teams will not be judged on the costs of their Projects. A Solar Decathlon Organizer with experience in construction accounting will perform random verifications on the cost reports.
- The cost report should contain detailed and itemized cost information (see following bullets) about the house, including but not limited to: floor, wall, and roof construction; insulation; electrical and plumbing systems; HVAC system and duct work; PV system and balance of system; water heating and balance of system; windows; shading (interior and exterior); interior features such as flooring, wall, and ceiling materials and finishes, cabinets, and fixtures; appliances and electronics; lighting (interior and exterior); exterior finishes; roofing materials; and anything else a visitor to the house could see or notice, especially if that thing is interesting.
 - Item description, model name and number, dimensions or size, manufacturer, and quantity
 - What is the retail cost of each item? (How much does the manufacturer sell the item for on the retail market?)
 - What was the cost of each item to the team? (How much cash did the team spend on the item?)
 - What is the retail value of any donations or in-kind donations the team received, and who made those donations?
 - For items of particular interest (things that stand out, that people can point to and ask questions about, that are unusual for any reason, that help the team tell its story) provide an explanation as to why that item was selected. What were the trade offs? Why is it better than something else, especially if another choice would be more conventional? Teams may briefly characterize these decisions in the cost report and provide greater explanation in the project narrative.

- The cost report should provide detailed and itemized cost information about the overall Project, including, but not limited to: fund raising, sponsor solicitation, promotional, advertising, communications and outreach efforts; educational materials; labor (not volunteer labor); travel, accommodation, and travel per diem; space, tool, machinery, and other equipment purchases or rental fees; freight, delivery, and transportation charges.
- Include answers to the following questions:
 - What is the cost (projected and actual) of the entire Project?
 - What is the cost of constructing the house?
 - What is the retail value of all contributions and in-kind contributions?
 - Who made those contributions?
 - What is the retail value of the house?

Summary of Revisions

March 12, 2004

- Added electronic submission information
- Added requirement to include information about projected and actual costs.

November 2, 2004

- Clarified submission requirements.